National Finance Center Customer Notification

Date of Notification: January 18, 2011

Subject: NFC Training Courses

Database/Customer(s) Affected: All

Dear Customer:

The National Finance Center (NFC) is currently offering the following training in Washington, DC, as a convenience to our customers.

EmpowHR offers a streamlined integrated set of business processes within an NFC-hosted technology suite, which can be leveraged by you to automate common administrative tasks associated with Human Resource (HR) management and reduce internal operational costs using industry best practices. In addition, *EmpowHR* offers the student an environment where efficient and effective solutions can be quickly leveraged across the federal enterprise. Its table driven environment affords rapid implementation of changing HR rules and practices. Training consists of 3 ½ days of lecture and hands-on workshops.

EmpowHR Training is scheduled for February 7-11, 2011. The deadline to register for this course is Monday January 24, 2011.

FOCUS is an ad-hoc reporting system used to extract selected agency data to provide up-to-date information requested by management.

FOCUS I is a basic course for inexperienced users who are familiar with the NFC mainframe environment and applications. Training consists of 3 ½ days of lecture and hands on workshops.

FOCUS I class is scheduled for May 3-6, 2011. The deadline to register for this course is April 18, 2011..

FOCUS II requires 6 months of actual hands on experience with FOCUS. It introduces the student to more advanced features such as; the use of HOLD, JOIN an Match files which can produce a more

---

"Tip of the Week"

Agencies are reminded to periodically review their reports received from NFC to ensure that the requirement for the report and the number of copies remain valid.

structured and comprehensive report. Training consist of 3 ½ days of lecture and hands-on workshops.

FOCUS II class is scheduled for February 15-18, 2011. The deadline to register for this course is January 31, 2011.

Reports Training is designed to assist the user in proficiently accessing and operating the various reporting tools mechanisms listed such as Remote Forms Queuing System (RFQS); CULPRPT; Reporting Center; Payroll/Personnel Reports and FOCUS Reports. Training consists of 3 ½ days of lecture and hands-on workshops.

Reports Training is scheduled for March 22-25, 2011. The deadline to register for this training is March 4, 2011.

Information on NFC training courses can be found on NFC's Homepage at www.nfc.usda.gov. Then select Training Catalog from the "Browse by Subject" area on the left.

Federal employees with questions concerning this notification should contact their Servicing Personnel Office. Authorized agency representatives with questions concerning this notification should contact NFC's Client Management Branch at **Customer.Support@nfc.usda.gov**.

DRA/M5-11-044/062

"Tip of the Week"

Agencies are reminded to periodically review their reports received from NFC to ensure that the requirement for the report and the number of copies remain valid.